

DUTY STATEMENT

	RPA# -	EFFECTIVE DATE:
CDCR INSTITUTION OR DEPARTMENT California Health Care Facility (CHCF)	POSITION NUMBER (Agency - Unit - Class - Serial) 190-243-1508-xxx	
UNIT NAME AND CITY LOCATED Warehouse Stockton	CLASS TITLE Materials & Stores Supervisor I, CF	
WORKING DAYS AND WORKING HOURS: Various hours and may be required to work weekends and holidays.	SPECIFIC LOCATION ASSIGNED TO Materials Services Center Operations	
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the general supervision of the Materials & Stores Supervisor II, CF, the Materials & Stores Supervisor I, CF (MSSI) is responsible for the vendor solicitation for purchase of, receipt, storage, ordering, and issuance of a large volume of varied supplies and commodities in the Material Service Center (MSC). Operation of all equipment assigned to the MSC. Work with in the MSC or institution in the facilitation of delivery and removal of supplies.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
ESSENTIAL FUNCTIONS	
35%	Delivery of products throughout the facility; food carts, material carts, laundry carts, Canteen carts, sanitized wires and bio hazardous waste carts, and all other items from common carriers as directed for daily operations.
35%	Removal of soiled carts, process trash, soiled linen, recyclable items and biohazard waste. Ensures compliance with safety and security policies and procedure at all times.
20%	Responsible for knowing and following the policies and procedures related to Materials Service Center and the California Health Care Facility. Maintain current logs and inspections for all freezers, equipment, health and safety records, eye wash stations, fire extinguishers, and tool and tug inventories. Provide coverage to Hotroom, Fast Track for deliveries, carting, and quality control.
10%	Meets routinely with Materials & Stores Supervisor II regarding MSC general operations. Knowledge of policies and procedures related to Material Service Center. Other duties as assigned.

Knowledge and Abilities:

Knowledge of: Modern warehousing methods and practices, including the keeping of receiving, shipping, and inventory records; freight rates and classifications; Office of Procurement specifications; regulations involved with consolidated freight shipments, stock array systems; freight claim procedure; operation of motorized material handling equipment; inventory and quality control.

Ability to: Read and write English at a level required for successful job performance; perform heavy physical labor; estimate possible future demands of various supplies based upon past needs; direct the work of others; keep accurate records and prepare reports of work done; analyze situations accurately and take effective action;

learn the operation of forklifts and other types of motorized material handling equipment.

Language Skills: Ability to give and receive verbal and written instruction, spell accurately, and write reports.

Reasoning Ability: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

Special Personal Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Interpersonal Skills: Work independently in a team setting.

Physical Demands/Essential Functions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Walking: Frequently, while overseeing warehouse activities or while conferring with others and completing reports. Frequently walks within the Warehouse, demonstrating sufficient stamina to walk briskly to a satellite site in event of accident, injury, security issue or equipment problem. Walking any amount from one to two miles per day on concrete, asphalt, soil or other uneven surfaces which may be affected by moisture or chemicals.

Sitting: Occasionally, to review or complete reports, draft correspondence, conduct telephone conversations, and observe performance of inmates and staff.

Lifting: Frequently, staff may perform loading and unloading of delivery vehicles, adjusting forks on material handling equipment, repositioning pallets, stocking shelves, order filling, inventory activities, relocating rolling ladders and manually operate material handling equipment. Occasionally, staff has to break down pallets containing cases of 50 pounds or more. Lifting requirements usually do not exceed 50 pounds. Objects exceeding the reasonable abilities of staff are to be relocated with the assistance of other personnel or material handling equipment.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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